

Overtime Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The library strives to ensure that employees are generally able to complete their work tasks within the normal work week. Most full-time staff members work 40 hours per week, not including lunch breaks. In departments of the library which are open to the public, some evening and weekend work is mandatory. The work week runs Sunday through Saturday. Each work week is considered separately in computing overtime and all other pay.

Overtime is any time worked beyond 40 hours in a regular work week. No employee should work more than 40 hours in a work week without specific, prior approval by the director. Overtime will be paid at the rate of 1.5 times the employee's hourly rate for any hours worked over 40 hours in a single work week.

Employees may not "volunteer" time to the library. If an employee is required by the library to perform a task, then the time spent on the task will be paid. Employees may not use personal, unpaid time to complete any work task; employees who do so may be disciplined, up to and including termination.

Employees will not receive overtime pay for working more than 8 hours in a single day--only when the employee works more than 40 hours in a work week. If an employee needs to work more than 8 hours in one day, the employee should work fewer hours at some other point within the same work week, so that the total hours worked does not exceed 40. The director must approve this in advance.

Paid hours not actually worked, such as vacation, holidays, sick days, etc. will not be included when determining if an employee has worked more than 40 hours in a single work week.

Exempt Employees

Exempt employees are those who are exempt from overtime compensation requirements. The library is not required to provide compensatory leave to exempt employees by state or federal law. However, the library provides compensatory leave to exempt employees as a privilege. An employee may accrue no more than forty (40) hours of compensatory leave. Use of compensatory leave must be approved in advance by the director. Abuse of compensatory leave can lead to disciplinary measures up to and including termination.

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